9.9.1 Interface Changes

9.9.1.1 The E-mail Information Screen

The E-mail Information screen continues to be the central location for maintaining and modifying all user-controllable settings for NEF e-mail transmission. This screen can be accessed via <u>Maintain User Accounts</u> or the new <u>Maintain Your E-mail</u> utility, depending on the user's access control permissions. Options on the screen are displayed based on selections made by the user. For example, if a user deactivates an e-mail address, all other options for that address will be suppressed.

Please see Section 9.9.1.2 for more information about the **site** table entry that controls the status of the following two screens.

E-Mail Information Screen-Initial State with WarnPrimaryEmailBlank Site Table Entry Set to y

Primary E-mail Address	
Please	enter a primary e-mail address.
Options and additional addre	sses are not active without a primary e-mail address.

E-Mail Information Screen—Initial State with WarnPrimaryEmailBlank Site Table Entry Not Set to y, or Absent

Email Information for Rene Descar	rtes
Primary E-mail Address	•
Add Additional E-mail Address R	eturn to Person Information Screen Clear

In either situation, after the user enters an e-mail address in the proper format (a@b.c), the main options for that e-mail address appear.

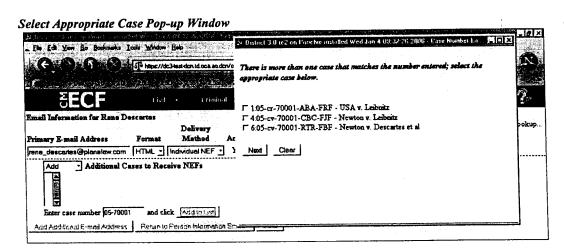
Main Options for Primary E-Mail Address

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To add additional cases to the list for this e-mail address, the user must select **Additional Cases** from the *Additional Options* dropdown list. Then, the user can select **Add** from the *Additional Cases to Receive NEFs* dropdown list that appears.

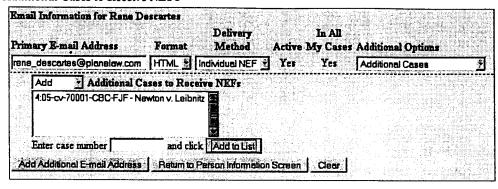
Email Information for Rene De	scartes		
	Delivery Format Method	In All	es Additional Options
Primary E-mail Address rene_descartes@planelaw.com	 The Court part of the Month of the Approximation 		Additional Cases
	ses to Receive NEFs		
Enter case number	and click Add to List		
Add Additional E-mail Address	Return to Person Informatio	n Screen Clear	

When the user enters a case number, if there is more than one case for the year and number entered, a pop-up window appears. The user is prompted to select the correct case from the list in the pop-up window. If the case number entered in the *Enter case number* field is not a valid case, a pop-up window appears stating such.



Once the user selects the appropriate case number, the case is added to the *Additional Cases to Receive NEFs* list. The user can add as many cases to the list as desired.

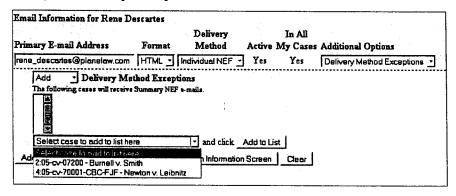
Additional Cases to Receive NEFs



To remove a case from the list, the user must select **Remove** from the *Additional Cases to Receive NEFs* dropdown list and then click on the appropriate case number. A **Remove from List** button appears, allowing the user to remove the case from the list.

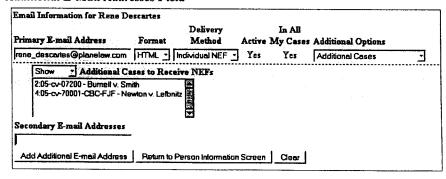
There are two delivery methods for receiving NEFs: individual and summary. The delivery method of choice is selected for all the cases in the user's list. However, if the user wants to receive the opposite method of delivery for one or some cases, the user should select **Delivery Method Exceptions** from the *Additional Options* dropdown list. If the user then selects **Add** from the *Delivery Method Exceptions* dropdown list that appears, the user can select the case(s) to add for the other delivery method.

Delivery Method Exceptions Options

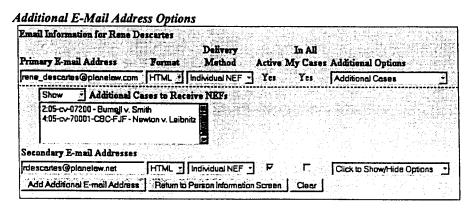


To add and configure additional e-mail addresses, the user should click the **Add Additional E-mail Address** button, which causes the *Secondary E-mail Addresses* field to appear.

Additional E-Mail Addresses Field



If the user enters a valid e-mail address, the e-mail settings options appear for modification, which works the same as for the primary e-mail address. The user can change the format, delivery method, and active settings; add additional cases, remove cases; and set delivery method exceptions for the secondary e-mail address. For all attorney users, the *Active* checkbox is available only for additional e-mail addresses. For court users, all e-mail addresses can be de-activated.



Once the e-mail addresses have been added and configured, the user submits the changes by clicking the **Return to Person Information Screen** button.